



DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 MANSCEN LOOP STE 316  
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO  
ATTENTION OF

ATZT-CP

11 OCT 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 20-01, Placement of Excess Civilian Employees

1. PURPOSE. To establish policy for the voluntary placement of civilian employees whose jobs have been or are expected to be abolished.

2. POLICY/PROCEDURES.

a. When it becomes necessary to abolish a position or a group of positions, it behooves us to take whatever steps are necessary to place the affected employee(s) in an available job vacancy for which he or she is qualified. This proactive placement practice is appropriate prior to mandatory priority placement consideration.

b. It is recognized that not all jobs are the "right fit" even though the individual may be minimally qualified. Consequently, the placement procedures will be afforded a certain degree of latitude dependent upon the level of monetary constraints involved and the accompanying urgency of the placement. The following general guidelines should be applied to each situation:

(1) Code Amber. An encumbered position is either abolished or projected to be abolished, but the organization still has resources available to fund the position for the near term. When a vacancy occurs for which the excess employee qualifies, an analysis of the job requirements is conducted. The requirements are then compared to the duties and responsibilities that the employee was performing in the job being abolished along with any additional knowledge, skills and abilities the employee might possess. Should this review produce a match with the requirements of the vacant position, the supervisor is expected to either make the selection or justify in writing why he or she will not select the excess employee. Justification for non-selection should be reviewed and approved/disapproved by the first O-6 in the chain of command where the vacancy exists.

(2) Code Red. Resources to fund an encumbered position are nearing depletion and a Request for Personnel Action to abolish the position has been forwarded to the Civilian Personnel Advisory Center (CPAC). When the next vacancy occurs at the same grade level, an analysis of the job requirements is conducted, and the following criteria are applied:

(a) If the vacancy is at the same competitive level the displaced employee will be placed in the vacant position.

ATZT-CP

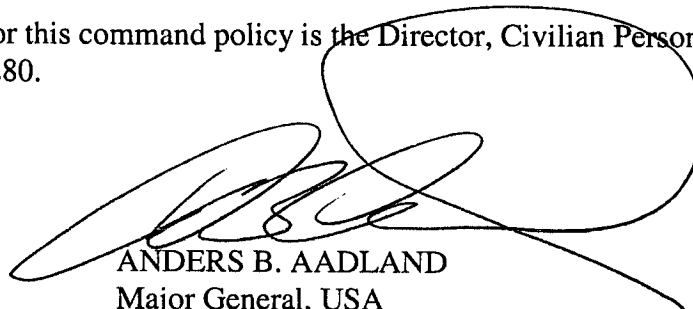
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(b) If a reduction in force action would otherwise be necessary to place the excess employee, then he or she will be placed in the vacant position.

(c) If the knowledge, skills and abilities of the displaced employee are such that the employee has the potential to learn the critical elements of the vacant position within 180 days, then he or she will be placed in the vacant position. Training and retraining programs should be used to the maximum in order to insure that employees so placed are successful in their new jobs.

3. The governing principle is that of taking care of the members of our current civilian workforce who give us our continuity and to continue to make the United States Army Maneuver Support Center and Fort Leonard Wood a model employer.

4. PROPONENT. The proponent for this command policy is the Director, Civilian Personnel Advisory Center (CPAC), at 596-0280.



ANDERS B. AADLAND  
Major General, USA  
Commanding

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